B7400-1

1

ExpenseCheck

December 1984
T-151

Communique

The corporate advisory for cost-effective business travel.

T&E Costs Up 4.5% In 1984

Month of December

Despite the fact that overnight trips were down by 4%, the December spending rate per traveler edged upward by 2.7% over November levels. Double digit increases were registered in Entertainment (+15.8%), Miscellaneous (+15.2%) and Tel & Tel (+13.0%). Expenditures for Postage & Supplies rose by 2.3%.

On the downside, Car Rental expenses were off 8.8%, Lodging by 4%, Public Transportation outlays dropped 1.8% and the cost for dine-alone Meals inched downward by 0.1%.

1984 In Review

In 1984, the Consumer Price Index rose 4%. As we know, our "captive market" business travelers typically have to deal with price increases that are 30-50% steeper than the CPI. It is heartening to note, then, that the total 1984 T&E outlay by our Trendlines traveler was only 4.5% higher than 1983 results.

Let's take a look at each cost category:

Total outlay for dine-alone Meals was down 8.7%. The average Cost per Meal rose a modest 2.9%. However, an 11.6% decline in the number of meals consumed offset the unit price increase.

The average Cost per Night continued its upward spiral, rising by 12.4% in 1984. However, our Trendlines business traveler spent 3.6% fewer nights on the road, dampening the increase in total Lodging dollars spent to 7.7%.

Public Transportation spending (principally airfares) was up by 8.4% in 1984. While this is a significant increase, it marks the first time since 1979-80 that the hike in the spending rate was less than double-digits.

The YTD monthly spending rate for Car Rental was down 14.1%.

A full year of deregulation saw Tel & Tel expenses climb 18.1%. This is the first such increase in the YTD monthly spending rate since 1979-80.

After a sizable drop in 1983, Postage & Supplies expenditures rebounded in 1984, registering a 12.5% upturn.

Prudent spending of the Entertainment dollar resulted in a 2.6% decrease in expenditures, 1984 vs. 1983.

Outlays for Miscellaneous expenses increased by 7% in 1984.

Bottom line: While 1984 did not quite match the superlative efforts put forth in 1983, it was still a darned good cost containment year!

BTC Index

The year end Business Travel Cost Index stood at 178.0, only 0.6 points higher than third quarter levels.

The BTC base period is 1976, with a value of 100 assigned to $356.20, the monthly spending rate of the average Trendlines traveler over that full calendar year.

BTC Index

178.0 as of 12/84

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 80.20	$	$ 86.39	$
Lodging	123.74		136.21	
Public Transportation	163.04		167.70	
Car Rental	24.31		25.85	
Telephone & Telegraph	83.65		79.05	
Postage & Supplies	32.29		30.54	
Entertainment	70.44		62.16	
Miscellaneous	53.26		46.14	
TOTAL TRAVEL EXPENSES	$ 630.93	$	$ 634.04	$
MEAL ANALYSIS				
Average Number Per Traveler Month	10.5		11.4	
Average Cost Per Meal -	$ 7.64	$	$ 7.57	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.4		2.7	
Average Cost Per Night -	$ 52.39	$	$ 50.47	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	DOWN 0.1 %	%	DOWN 8.7 %	%
Lodging	DOWN 4.0		UP 7.7	
Public Transportation	DOWN 1.8		UP 8.4	
Car Rental	DOWN 8.8		DOWN 14.1	
Telephone & Telegraph	UP 13.0		UP 18.1	
Postage & Supplies	UP 2.3		UP 12.5	
Entertainment	UP 15.8		DOWN 2.6	
Miscellaneous	UP 15.2		UP 7.0	
TOTAL TRAVEL EXPENSES	UP 2.7 %	%	UP 4.5 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 11.6 %	%
Average Cost Per Meal -	DOWN 0.4 %	%	UP 2.9 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 4.0 %	%	DOWN 3.6 %	%
Average Cost Per Night -	UP 2.3 %	%	UP 12.4 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B 7400-1

2

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 119.33	$	$ 133.55	$
Lodging	196.55		234.99	
Public Transportation	455.05		474.95	
Car Rental	62.86		62.84	
Telephone & Telegraph	49.39		42.62	
Postage & Supplies	15.68		11.80	
Entertainment	313.78		294.54	
Miscellaneous	80.78		86.81	
TOTAL TRAVEL EXPENSES	$ 1293.42	$	$ 1342.10	$
MEAL ANALYSIS				
Average Number Per Traveler Month	15.5		17.6	
Average Cost Per Meal -	$ 7.70	$	$ 7.58	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.5		4.3	
Average Cost Per Night -	$ 56.04	$	$ 54.50	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	DOWN 16.9 %	%	DOWN 23.3 %	%
Lodging	DOWN 22.6		UP 38.1	
Public Transportation	DOWN 16.6		UP 64.9	
Car Rental	DOWN 8.0		UP 64.2	
Telephone & Telegraph	UP 13.4		DOWN 18.0	
Postage & Supplies	DOWN 26.7		UP 101.4	
Entertainment	DOWN 8.1		UP 105.8	
Miscellaneous	DOWN 40.7		UP 74.7	
TOTAL TRAVEL EXPENSES	DOWN 16.8 %	%	UP 45.7 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 15.3 %	%	DOWN 21.4 %	%
Average Cost Per Meal -	DOWN 1.9 %	%	DOWN 2.4 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 20.5 %	%	UP 16.2 %	%
Average Cost Per Night -	DOWN 2.6 %	%	UP 20.0 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

3

B74001

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 89.44	$	$ 93.54	$
Lodging	151.67		178.39	
Public Transportation	185.88		188.93	
Car Rental	15.30		22.81	
Telephone & Telegraph	128.69		126.07	
Postage & Supplies	54.37		49.91	
Entertainment	107.84		91.28	
Miscellaneous	59.66		48.95	
TOTAL TRAVEL EXPENSES	$ 792.85	$	$ 799.88	$
MEAL ANALYSIS				
Average Number Per Traveler Month	12.0		13.4	
Average Cost Per Meal -	$ 7.47	$	$ 6.97	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.9		3.4	
Average Cost Per Night -	$ 53.08	$	$ 52.42	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES Meals	UP 2.9 %	%	UP 6.0 %	%
Lodging	DOWN 10.9		UP 12.7	
Public Transportation	DOWN 26.4		UP 14.9	
Car Rental	DOWN 44.9		UP 41.9	
Telephone & Telegraph	DOWN 2.2		UP 11.5	
Postage & Supplies	DOWN 2.1		UP 13.4	
Entertainment	UP 5.2		UP 15.8	
Miscellaneous	UP 3.1		UP 11.0	
TOTAL TRAVEL EXPENSES	DOWN 10.4 %	%	UP 13.1 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 2.4 %	%	UP 0.8 %	%
Average Cost Per Meal -	UP 6.0 %	%	UP 5.1 %	%
LODGING ANALYSIS Average Number Per Traveler Month	DOWN 6.5 %	%	UP 17.2 %	%
Average Cost Per Night -	DOWN 4.8 %	%	DOWN 4.7 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

4 B 7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 80.11	$	$ 93.07	$
Lodging	200.59		217.73	
Public Transportation	306.57		295.90	
Car Rental	40.81		47.93	
Telephone & Telegraph	156.89		146.48	
Postage & Supplies	37.93		30.19	
Entertainment	134.21		100.29	
Miscellaneous	70.83		60.91	
TOTAL TRAVEL EXPENSES	$ 1027.94	$	$ 992.50	$
MEAL ANALYSIS				
Average Number Per Traveler Month	11.4		13.2	
Average Cost Per Meal -	$ 7.04	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.9	
Average Cost Per Night -	$ 59.72	$	$ 55.68	$

2/85

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	DOWN 12.4 %	%	UP 2.8 %	%
Lodging	DOWN 3.7		UP 7.0	
Public Transportation	DOWN 6.9		DOWN 0.5	
Car Rental	DOWN 17.3		DOWN 9.8	
Telephone & Telegraph	UP 8.6		UP 1.2	
Postage & Supplies	UP 24.2		UP 11.4	
Entertainment	UP 25.6		UP 9.1	
Miscellaneous	UP 24.0		UP 0.2	
TOTAL TRAVEL EXPENSES	UP 1.0 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 11.6 %	%	NO CHANGE %	%
Average Cost Per Meal -	DOWN 1.0 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 8.1 %	%	NO CHANGE %	%
Average Cost Per Night -	UP 5.0 %	%	UP 7.7 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

5

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month DECEMBER 1984	Your Company Costs	Year To Date DECEMBER 1984	Your Company Costs
EXPENSES				
Meals	$ 50.29	$	$ 52.91	$
Lodging	62.27		74.28	
Public Transportation	83.51		115.21	
Car Rental	68.54		65.83	
Telephone & Telegraph	2.14		1.64	
Postage & Supplies	0		.06	
Entertainment	44.67		47.48	
Miscellaneous	9.84		11.53	
TOTAL TRAVEL EXPENSES	$ 321.26	$	$ 368.94	$

MEAL ANALYSIS				
Average Number Per Traveler Month	6.0		6.8	
Average Cost Per Meal -	$ 8.44	$	$ 7.83	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.2		1.4	
Average Cost Per Night -	$ 50.76	$	$ 52.31	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	UP 0.7 %	%	UP 9.7 %	%
Lodging	DOWN 4.8		UP 5.6	
Public Transportation	DOWN 44.6		DOWN 7.4	
Car Rental	UP 31.8		DOWN 2.0	
Telephone & Telegraph	UP 107.8		DOWN 48.8	
Postage & Supplies	N/A		DOWN 95.5	
Entertainment	UP 6.5		DOWN 14.4	
Miscellaneous	UP 1.8		UP 2.2	
TOTAL TRAVEL EXPENSES	DOWN 13.4 %	%	DOWN 3.3 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	UP 6.3 %	%
Average Cost Per Meal -	UP 1.6 %	%	UP 4.4 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	NO CHANGE %	%
Average Cost Per Night -	DOWN 7.3 %	%	UP 2.8 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 94.87	$	$ 105.32	$
Lodging	193.52		187.20	
Public Transportation	215.98		231.70	
Car Rental	27.87		26.24	
Telephone & Telegraph	198.05		196.31	
Postage & Supplies	32.22		28.16	
Entertainment	93.33		79.29	
Miscellaneous	59.68		58.20	
TOTAL TRAVEL EXPENSES	$ 915.52	$	$ 912.42	$

MEAL ANALYSIS				
Average Number Per Traveler Month	16.4		17.7	
Average Cost Per Meal -	$ 5.79	$	$ 5.95	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.5	
Average Cost Per Night -	$ 56.12	$	$ 53.06	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	DOWN 10.2 %	%	DOWN 2.6 %	%
Lodging	UP 3.5		UP 6.2	
Public Transportation	DOWN 3.2		NO CHANGE	
Car Rental	DOWN 11.6		DOWN 9.5	
Telephone & Telegraph	UP 1.8		UP 18.0	
Postage & Supplies	UP 10.5		DOWN 3.5	
Entertainment	UP 9.8		DOWN 6.9	
Miscellaneous	DOWN 2.1		DOWN 10.3	
TOTAL TRAVEL EXPENSES	DOWN 0.2 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 6.3 %	%	NO CHANGE %	%
Average Cost Per Meal -	DOWN 4.0 %	%	DOWN 2.8 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 2.9 %	%	DOWN 2.8 %	%
Average Cost Per Night -	UP 5.0 %	%	UP 8.1 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	DECEMBER 1984		DECEMBER 1984	
EXPENSES				
Meals	$ 68.11	$	$ 69.60	$
Lodging	71.26		78.47	
Public Transportation	65.67		69.25	
Car Rental	8.01		7.81	
Telephone & Telegraph	56.62		51.43	
Postage & Supplies	13.30		12.87	
Entertainment	46.55		39.70	
Miscellaneous	69.08		58.75	
TOTAL TRAVEL EXPENSES	$ 398.60	$	$ 387.88	$
MEAL ANALYSIS				
Average Number Per Traveler Month	7.9		8.1	
Average Cost Per Meal -	$ 8.57	$	$ 8.56	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.6		1.7	
Average Cost Per Night -	$ 45.57	$	$ 45.74	$

2/85

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	12/84 vs 11/84		12/84 vs 12/83	
EXPENSES				
Meals	UP 6.1 %	%	DOWN 1.0 %	%
Lodging	DOWN 3.8		DOWN 2.4	
Public Transportation	UP 11.3		DOWN 8.4	
Car Rental	UP 20.1		DOWN 15.7	
Telephone & Telegraph	UP 13.0		DOWN 3.0	
Postage & Supplies	UP 12.1		DOWN 9.1	
Entertainment	UP 21.5		DOWN 19.2	
Miscellaneous	UP 16.8		UP 13.9	
TOTAL TRAVEL EXPENSES	UP 9.7 %	%	DOWN 3.9 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 2.6 %	%	DOWN 4.7 %	%
Average Cost Per Meal -	UP 2.8 %	%	UP 4.1 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 10.5 %	%
Average Cost Per Night -	DOWN 0.8 %	%	UP 6.9 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031